

First Unitarian Church, South Bend
Board of Trustees Minutes
December 9, 2020

1. Chip's requests
 - a. Limiting evening meetings to no more than 3/week or 10/month
 - b. Meet 1x/week for 1pm gatherings, rather than 3x/week
 - c. Take month of leave in January
 - i. Give back 25% of salary and housing to pay for other ministers
 - ii. Gail wants to know if we can do that
 - iii. Lisa says this should be possible. It's up to us to decide. It's prudent for us to work out an arrangement that works for both to preserve the relationship. 75% would be a reasonable amount.
 - iv. 75% includes housing and salary, plus an 8.3% reduction in professional expenses (1/12) for the month of January
 - v. Disability leave can include sick and personal leave, which can be used first
2. Executive Session
3. Back to Full Session
 - a. Howard made a motion to approve 1 month leave with a 25% reduction in salary and housing, pension, and FICA. Professional development expenses are reduced by one month. Anne seconded the motion. Motion approved.
 - b. Sunday service plan will be finalized by Dec. 21st. There is a tentative plan for all services already.
 - c. Pastoral care will be handled by Care Committee. Amy and Kevin DeBeck are available for emergencies.
 - d. Tue, Thu, and Sat 1pm talks. Conversation for those in isolation. Becky could take 1 day/week on Tuesdays. Someone else can cover Thursdays in January. Saturdays will be eliminated.
 - e. Newcomer classes need to be kept going. Gail can handle those in January.
 - f. We will need to work out the link to Zoom so we have host privileges in January
4. How to Communicate All This
 - a. Lisa suggests joint communication with Chip and Melanie
 - b. Immediate press release announcing leave with details to follow
 - i. Email to members and friends
 - ii. Post leave plan on website
 - c. Melanie and Chip will meet at 9am on 12/10 to discuss communication plan
5. Approval of Minutes
 - a. Becky motioned to approve minutes. Gail seconded. Motion approved
6. Treasurer Report

- a. Deficit of \$14,000
 - b. Pledges and auction donations are lagging
 - c. Underspending and pledges offset each other
 - d. Where is debt coming from?
 - i. Loose offering, holiday bazaar and auction losses
 - ii. Pledges are actually pretty on trend
 - iii. Expect an uptick in donations at end of year
 - e. At end of year, will expect \$24,000 deficit. The plan is to offset with PPP and surplus from last year. Don't want to spend all the way down, but we're actually doing alright.
 - f. Let's figure out our bottom line and then if we have a real short fall, we could do a fundraising campaign. We have many layers of "rainy day" funding to get through, and as Lisa says, this is a rainy day if there ever was one.
 - g. We are watching the budget closely and will act accordingly if the trend lines concern us. Right now, we are okay.
7. Lasagna Dinner is cancelled for now
 8. Christmas Service plans are in place
 9. Board retreat is scheduled for Wednesday, 2/24/21
 10. Motion to extend closure through 3/31/21
 - a. Howard motioned to approve extension with reevaluation for the rest of the spring in mid-March. Anne seconded. Motion passed.